

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 21, 2011 at 6:00 p.m.** in the **Board Room** of the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, CHRIS FROELICH, KATHY PLETCHER, PAUL KEGEL, TONY THEISEN (via phone)

**EXCUSED:** CARLA BUBOLTZ, MONICA GOLOMSKI, JOHN HICKEY,

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Dale Cropper (staff); and Kevin Raye (Brown County Information Services Network Manager)

President Terry Watermolen called the meeting to order at 6:10 p.m.

There was not a quorum of the Library Board present.

*Tony Theisen was available by phone. He was called and placed on speakerphone to participate in the action of the following agenda items. A quorum was reached.*

### APPROVE/MODIFY AGENDA

In order to accommodate Tony Theisen's participation in the meeting via telephone, agenda items will be rearranged in this order beginning after Minutes and Bills : #5, #6i.; #9; #8; #11; #10; #7; #6iia; remainder of agenda will continue in order. **Motion** by Pletcher, seconded by Kegel, to approve the modified agenda. **Motion carried.**

### MINUTES AND BILLS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

### APPROVE USE OF WEYERS-HILLIARD BUILDING TO ATTACH A BROADBAND DEPLOYMENT UNIT FOR DNR STATION

After consulting with County Information Services, it was agreed to mount this broadband unit on the exterior of the Weyers-Hilliard Branch to allow an Internet signal to reach the Wisconsin Department of natural Resources building. In return, the Wisconsin Department of Transportation will allow the use of their fiber by the Brown County Sheriff's Department, resulting in a cost-savings to Brown County. **Motion** by Thiesen, seconded by Pletcher, to approve mounting a broadband integrated deployment unit to the Weyers-Hilliard building. **Motion carried.**

### FACILITIES REPORT

#### **b. Solar Energy Projects**

##### **i. Approve EPA grant application**

This grant is for the educational portion of the Kress sustainability project. The County's grant writer, Molly Hillman has been working with Lynn Stainbrook and Randall Rake from De Pere SEEDs on the application. This is a competitive grant worth \$90,000.

**Motion** by Kegel, seconded by Froelich, to approve the EPA grant application **Motion carried.**

### APPROVE TABLE OF ORGANIZATION CHANGE

The recommendation to the Library Board is to hire a 25-hour per week Senior Library Assistant and a 28-hour per week Senior Library Assistant, resulting in the following savings:

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Librarian I @ 37.5 hrs/wk – Teen/Popular Library	\$44,175.59	\$21,357.96	\$65,533.55
Savings from previous TO changes			\$8,037.07
<b>Total</b>			<b>\$73,570.62</b>
<b>NEW STRUCTURE</b>			
1 Senior Library Assistant @ 28 hrs/wk – Public Services	\$26,049.95	\$12,724.56	\$38,774.51
1 Senior Library Assistant @ 25 hrs/wk – Public Services	\$23,258.88	\$11,361.22	\$34,620.10
			<b>\$73,394.61</b>
<b>Net Savings</b>			<b>\$176.01</b>

**Motion** by Froelich, seconded by Pletcher to approve the Table of Organization change. **Motion carried.**

### **APPROVE ONE-CLICK DIGITAL SUBSCRIPTION AND BETA TESTING**

Dale Cropper introduced One Click Digital – a system that offers downloadable audiobooks from Recorded Books. He said it is like the Freegal version of audiobooks. The system is 100% MP3 compatible and allows simultaneous downloads and users. It is easy to use and offers an increased selection for audiobook listeners. He anticipates 250 downloads per week. The product's cost is \$12,000 annually. The library will be part of beta testing with no charge until the system goes live. **Motion** by Pletcher, seconded by Froelich to approve the purchase of One-Click Digital. **Motion carried.**

### **APPROVE OUT-OF-STATE TRAVEL FOR STAFF**

Lori Denault attended API training in Arizona. **Motion** by Pletcher, seconded by Froelich, to approve her out-of-state travel. **Motion carried.** Travel costs will be reimbursed by NFLS.

### **APPROVE LIBRARY BOARD MEETING LOCATIONS**

A schedule of locations where the Library Board will hold their board meetings was reviewed. **Motion** by Pletcher, seconded by Froelich, to approve the meeting locations. **Motion carried.**

### **ACCOUNTANT'S REPORT**

a. **Financial report** Lori Denault presented 2010 year end financials; and those ending 2/28/11 and 3/31/11. **Motion** by Kegel, seconded by Pletcher, to approve the financial statements including 2010 year end; and those ending 2/28/11 and 3/31/11. **Ayes:** Kegel, Pletcher, Froelich and Watermolen. **Nays:** Theisen due to lack of information. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** Reports for December, 2010; and January, February, and March 2011 were presented. **Motion** by Froelich, seconded by Pletcher, to accept the December, 2010; and January, February and March, 2011 Gifts, Grants and Donations as presented below:

#### **December, 2010**

#### **Gifts & Donations**

12/01/10	BC Community Women's Club-In Memory of Rita Quigley	25.00	SW Materials
12/08/10	OMNOVA	1,000.00	WH Read Program
12/08/10	James M. Duffy	775.80	Kress Audio Materials
12/08/10	Nancy L. Stimart	1,000.00	Library Improvements
12/08/10	Richard & Helen Herlache	550.00	WH Children's Chair
12/15/10	Friends of the Brown County Library	499.67	Cen Children's Toys
12/15/10	Friends of the Brown County Library	20.03	Staff Appreciation-Pizza
12/15/10	Friends of the Brown County Library	451.47	East Children's Toys
12/15/10	Rhoda Esson	500.00	Large Print Materials
12/15/10	L.R. Persing	50.00	Library Improvements
	Jane & John Gutschow, J. Levy-In Memory of Helen Mary Flanagan	100.00	Non-Fiction Materials
12/22/10	Maurice & June Robinson Family Foundation, Inc.	2,000.00	Library Improvements
12/22/10	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/22/10	Dennis J. Keyzer	60.00	Non-Fiction Materials
			Teen Summer Reading Prog.
12/22/10	Jim & Kathy Wochinske	1,000.00	
12/29/10	First United Presbyterian Church - Thursday Club	164.97	Kress Materials
12/29/10	Kurt A. Banaszynski - In Memory of Ethel Banaszynski	500.00	Pulaski Adult Materials
12/29/10	James & Joan Hogan	150.00	Multicultural Materials
12/31/10	Roland C. Hershman	100.00	Library Improvements
12/31/10	Joan Barr & Linda Krout	100.00	WH Children's Materials
12/31/10	Paul & Cathy Polzin-In Honor of George & Louise De Groot	50.00	Denmark Books on CD
12/31/10	Friends of the Brown County Library	325.00	WH Performer
12/31/10	Friends of the Brown County Library	3,108.50	SW Shelving
12/31/10	Friends of the Brown County Library	461.45	Staff Appreciation-Pizza
12/31/10	Friends of the Brown County Library	479.00	Projector
12/31/10	Friends of the Brown County Library	(171.89)	Duplicate Payment Credit
12/31/10	Friends of the Brown County Library	587.82	Pul Café Table & Chairs
12/31/10	Friends of the Brown County Library	261.50	Cen Floor Globe
12/31/10	GGBCF/Wrightstown Area Library Committee	12,493.78	Wri Jul-Dec Operating Exp.
12/31/10	Gates Grant	(6,149.66)	Defer Revenue to 2011
12/31/10	Ashwaubenon	39.47	Donation Box
12/31/10	Bookmobile	172.88	Donation Box

12/31/10	East	89.73	Donation Box
12/31/10	Weyers/Hilliard	107.44	Donation Box
12/31/10	Central Circulation	113.33	Donation Box
12/31/10	Kress	58.35	Donation Box
12/31/10	Adult Services	8.05	Donation Box
12/31/10	Pulaski	18.59	Donation Box
12/31/10	Southwest	158.00	Donation Box
12/31/10	Wrightstown	28.26	Donation Box
	<b>Total Donations</b>	<b>\$ 22,286.54</b>	

#### Federal & State Grants

12/31/10	Nicolet Federated Library System - Defer Revenue to 2011	\$ (9,288.95)	Technology
12/31/10	Nicolet Federated Library System	1.14	Collection Development
	<b>Total Grants</b>	<b>\$ (9,287.81)</b>	

#### January, 2011

##### Gifts & Donations

01/26/11	Friends of the Brown County Library	79.99	Ash Boombox
01/31/11	Ashwaubenon		Donation Box
01/31/11	Bookmobile		Donation Box
01/31/11	East		Donation Box
01/31/11	Weyers/Hilliard		Donation Box
01/31/11	Central Circulation		Donation Box
01/31/11	Kress		Donation Box
01/31/11	Adult Services		Donation Box
01/31/11	Pulaski		Donation Box
01/31/11	Southwest		Donation Box
01/31/11	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 79.99</b>	

#### February, 2011

##### Gifts & Donations

02/09/11	Ashwaubenon Lions Club	1,758.00	Ash Books on CD
02/23/11	L.R. Persing	50.00	Ash Materials
02/23/11	Green Bay Packer Foundation	5,000.00	Summer Reading Prog.
02/28/11	Ashwaubenon	27.62	Donation Box
02/28/11	Bookmobile	1.00	Donation Box
02/28/11	East	54.45	Donation Box
02/28/11	Weyers/Hilliard	46.84	Donation Box
02/28/11	Central Circulation	170.11	Donation Box
02/28/11	Kress	34.00	Donation Box
02/28/11	Adult Services	7.60	Donation Box
02/28/11	Pulaski	16.00	Donation Box
02/28/11	Southwest	23.50	Donation Box
02/28/11	Wrightstown	12.70	Donation Box
	<b>Total Donations</b>	<b>\$ 7,201.82</b>	

#### March, 2011

##### Gifts & Donations

03/02/11	Bay Area Genealogical Society	100.00	Local History Materials
03/09/11	Pilgrim Congregational Church	50.00	WH Adult Materials
03/09/11	Local History & Genealogy Participants	167.00	Local History Materials
03/16/11	Susan Chapel Conlon - Caleb Chapel Memorial	500.00	Kress Children's
03/16/11	William & Nathalie Schmicker - In Memory of Vernice Keehan	100.00	Denmark Materials
03/16/11	Friends of the Brown County Library	1,847.00	Laptop

03/16/11	Local History & Genealogy Participants	15.00	Local History Materials
03/23/11	Local History & Genealogy Participants	10.00	Local History Materials
03/31/11	Ashwaubenon	13.63	Donation Box
03/31/11	Bookmobile	4.00	Donation Box
03/31/11	East	49.71	Donation Box
03/31/11	Weyers/Hilliard	37.70	Donation Box
03/31/11	Central Circulation	68.66	Donation Box
03/31/11	Kress	23.40	Donation Box
03/31/11	Adult Services	5.53	Donation Box
03/31/11	Pulaski	12.50	Donation Box
03/31/11	Southwest	21.00	Donation Box
03/31/11	Wrightstown	13.29	Donation Box
	<b>Total Donations</b>	<b>\$ 3,038.42</b>	

#### **Federal & State Grants**

3/31/2011	Nicolet Federated Library System	\$ 872.61	Continuing Education
3/31/2011	Nicolet Federated Library System	3,276.62	Collection Development
	<b>Total Grants</b>	<b>\$ 4,149.23</b>	

**Ayes:** Kegel, Pletcher, Froelich and Watermolen . **Nays:** Theisen due to lack of information. **Motion carried.**

#### **c. Carryover Funds**

No update.

#### **FACILITIES REPORT**

##### **a. Central Library Renovation Update**

##### **ii. Skylight Replacement**

##### **a. Approve Skylight Design**

Lynn distributed a set of drawings and a probable cost estimate. The costs were reviewed. The project would start in mid-June and finish in October and fits into the overall renovation plan. Energy savings will most likely be substantial. Federal appropriations of \$300,000 is funding this project. It was suggested by Boldt to clean/replace three mechanical coils as part of the project for an estimated \$4,500 paid from the Library's maintenance fund. While under construction, screens and barricades will be erected in the library. These are included in the estimate. **Motion** by Theisen, seconded by Froelich, to approve the installation of the skylight. **Motion carried.**

*The phone call with Tony Theisen was ended at 6:30 p.m.*

#### **COMMUNICATIONS**

A letter from Project Vote was received by the library thanking library staff for their assistance during the mayoral and county executive debates.

#### **OPEN FORUM FOR THE PUBLIC**

No one was present to address the Board.

#### **INFORMATION SERVICES REPORT ON SERVICES RECEIVED**

Kevin Raye from Brown County I.S. reported that installations of Window 7 and Office 10 were complete; the Symphony client for the 3.4 upgrade was installed on the test server; OverDrive Download Stations were installed at all locations; the smart phone application (BookMyne) that allows access to the online catalog is being worked on; and the upgrade to PC Charge for Envisionware cash drawers is being worked on. The system continues to run well. The laptops had 175 check-outs last week. Next thing scheduled is the replacement of public PCs at Central and Weyers-Hilliard which will take place this summer.

*Kevin Raye left the meeting 6:40 p.m.*

#### **FACILITIES REPORT**

##### **a. Central Library Renovation Update**

##### **i. Report of Task Force**

Kathy Pletcher is chair of the committee and reported that she, Barbara Kane, Sue Lagerman, Jeff Mirkes, Molly Vandervest, and Lynn Hoffman attended the first meeting. John Hickey is co-chair. The group will try to meet on a weekly basis. Their purpose is to garner support for Central Library Renovation Plan. At their first meeting, supporters were identified: political; municipal leaders; strategic partners; education sectors and others. There is a sense of urgency to move forward. The next meeting will focus on the

financial component and communication plan and the work will be divided into sub-committees. Lynn Stainbrook mentioned that she reported to Ed & Rec that a task force was formed to educate the community about the plan. Kathy is optimistic and the group will work on a creating a timeline. Lynn Stainbrook will figure out the bonding process. Goal is for county board's constituents to talk to their supervisors. Strong library support exists but people want to know what they will get. Renderings are needed for visual impact especially for the Children's Area and Local History and Genealogy Department. The end result will be a quality library without frills and extras. It will be usable, efficient and upgraded.

#### **6c. Other Facilities activity**

Curt reported that the duct work at Kress is complete; Ashwaubenon's Direct Digital Control is in and the DDC software is updated. Windows at Ashwaubenon have been installed and the doors will be installed soon. The new card access system is complete at Kress and will be functional at Weyers-Hilliard and the Central Library by May 2.

The project to design ADA-compliant bathrooms at Ashwaubenon and Southwest is underway. Two bathrooms may become single occupancy to accommodate families. Curt met with inspector and was told exception could be made to accommodate ADA and going toward single occupancy. Terry thought it might be a good idea to talk to an architect for what their experiences have been and what they might recommend. We want to get what we want. Need to look at options. Boldt will do a walk-through. Many improvements have been made at branches. A list showing these improvements and the savings they have generated can be created.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** Lynn attended the NFLS Board meeting. The impact of the state budget was reviewed, the Oconto Falls Library reported; and the personnel committee will send out forms to evaluate the NFLS Director.

**b. Trustee Day** A workshop was held at Heritage Hill. Bill Collar, a motivational speaker from Seymour, was the keynote. He spoke on setting goals and objectives.

#### **PRESIDENT'S REPORT**

No report.

#### **DIRECTOR'S REPORT**

Lynn reported that the Aldo Leopold documentary, *Green Fire*, was shown at library and it was a very nice event with 125 attending. She attended the LSTA meeting in Madison as well as Legislative Day. She spoke to and has emailed senators and representatives in support of Maintenance of Effort. MOE is difficult to explain but simply, it has been in place for over 35 years and is local government support of a budget for the library that equals the average of the previous three years' budgets. This regulation is the cornerstone of regional library system agreements and allows for sharing resources across library jurisdictional lines. It could be easy to eliminate but then inequities exist. The immediate impact of reductions are not seen right away- it takes years. This funding is very much at risk. The new representatives seem to understand it but it is unknown if they alone make a difference. Terry asked if we have out-of-county user statistics and we do.

The Southwest office re-do, funded by the Friends of the Library, is finished. Paul asked about Board assignments and what is being done about finding a 9<sup>th</sup> person. There could be a potential person made known through the Central Renovation Task Force. And, now that a new county executive has been elected, appointments can be made. Terry would like reconnection to business community.

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **ADJOURNMENT**

**Motion** by Froelich, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:45 p.m.

#### **NEXT REGULAR MEETING**

May 19, 2011

East Branch Library

2255 Main Street, Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary

Sue Lagerman, Recording Secretary